

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

**New to the REP?**

Questions?  
Contact: (517) 335-0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



## New to the REP?

**It is suggested that you print this document and use it as a guide as you browse the Internet.**

- What is the REP?
- Where do I start?
  - Security access to the application
  - Access to the user support materials
  - Getting started
- How are data submitted to the REP?
  - Online Single Submission Application
  - Bulk Upload File
- Where do I find help?
  - User Support Documents
  - REP Listserv
  - DIT Client Service Center

## What is the REP?

The Registry of Educational Personnel (REP) is one of six data sets managed by the Center for Educational Performance and Information (CEPI). CEPI is a department within the Office of State Budget and is responsible for the collection and reporting of data about Michigan's kindergarten through twelfth grade (K-12) public schools and students. CEPI manages these educational data in an electronic data warehouse called the Michigan Education Information System (MEIS). The REP is one database component of the MEIS. State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel and individual schools. On behalf of state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with intermediate school districts (ISDs), local education agencies (LEAs) and public school academies (PSAs).

The REP is designed to collect basic employment elements relating to school personnel, such as certification and degrees held, school and grade/subject assignment, length of service, and salary. Data submitted by school districts via the REP are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

REP data are due to CEPI the second Friday of December and June 30 of each year. The December data are used primarily by the Michigan Department of Education (MDE) to conduct its annual teacher audit. End of year data are used to produce a number of federal reports. The December data must be accurate as of the submission date in December. The EOY data must be accurate as of the last day of the school year for the local districts, intermediate school districts (ISDs), or public school academies (PSAs). A school year is from July 1 to June 30.

## **MEIS Overview**

For an overview of the MEIS, go to the CEPI home page. Click on "MEIS Data Services" on the left-side navigation bar. This page contains links to many informational documents relative to the MEIS. In addition to information about the MEIS, there are individual Web pages for each data set that CEPI manages.

For example, click on "MEIS at a Glance" for a graphic overview. For instructions on obtaining an MEIS account, click on "New to the MEIS?" in the yellow box. For newcomers, another valuable document you may want to print out will be "Acronyms and Abbreviations" in the yellow box.

## **Where do I start?**

### **Step One: Check out the REP Web page**

A good place to begin learning about the REP is on the REP Web page. The most up-to-date information regarding the REP submission is posted to the REP Web page on the CEPI Web site. The CEPI home page can be found at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services" and then on "Registry of Educational Personnel." The REP Web page is divided into sections of pertinent information regarding the REP submission as well as "Quick Links" to other sites with valuable information that you may need. The key is to read the information provided so that you may obtain a basic knowledge base of what the REP submission encompasses. Be sure to print copies of the current Data Field Descriptions and Record Layout. For accurate data submission, reading these documents is essential.

### **Step Two: Open an MEIS account.**

The REP application is available to authorized users of both the MEIS and the REP Application. To become an authorized user of the REP Application, you must first obtain an MEIS account. If you do not have an MEIS account, you may obtain one at the MEIS Web site at [www.michigan.gov/meis](http://www.michigan.gov/meis). You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the Department of Information Technology (DIT) Education Help Desk at 517-335-0505 or [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov). Please provide your name, district code, district name, the CEPI application name, telephone number (including area code and extension), e-mail address, and specific questions.

### **Step Three: Submit a REP Security Agreement**

After you have established your MEIS account, the next step is to download the REP Security Agreement from either the MEIS Web site or from the MEIS Data Services page on the CEPI Web site. At [www.michigan.gov/cepi](http://www.michigan.gov/cepi), click on "MEIS Data Services," then on "Registry of Educational Personnel." The Security Agreement is located in the "pink" box, (under **Upload REP Data to CEPI**). Complete the security agreement, obtain the proper signatures and fax it to the number on the bottom of the form. After you have been given access to the REP application, you will receive an e-mail message stating that you now an authorized user of the REP application.

#### **Step Four: REP Data Field Descriptions**

As mentioned above, be sure to print and read the current REP Data Field Descriptions, Record Layout, and any addenda that have been posted on the REP Web page located in the "yellow" box (under **REP Data Manual**).

### **How are data submitted to CEPI?**

Data are submitted via the REP Application either through a bulk upload file or through the Single Submission Online Application. Files submitted through the bulk upload must conform to specifications as outlined in the REP Data Field Descriptions and REP Record Layout. These documents may be found on the <http://www.michigan.gov/cepi>. Click on MEIS Data Services and then on Registry of Educational Personnel.

### **Where do I find help?**

#### **User Support Materials**

User support materials are available on the REP Web page located in the "white" box (under **REP Help**). Users will find a User's Guide for the REP Application, Frequently Asked Questions (FAQs), Highly Qualified Teachers FAQs, how to join the REP Listserv and many other helpful documents.

#### **REP Listserv -- Contacting other districts concerning the REP**

The **REP Listserv** functions as a communication link for district personnel to discuss questions concerning the REP submission. The listserv also functions as a tool for CEPI to communicate updates and other important information to the districts. To become a member of the REP Listserv go to the REP Help and click on "Join the REP Listserv." Follow the directions, or you may send an e-mail to [listserv@listserv.michigan.gov](mailto:listserv@listserv.michigan.gov) with no subject line and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe cepi-rep

#### **Help Desk -- DIT Client Services Center**

All questions you may have concerning the REP submission should be directed to the DIT Client Services Center. A help-desk case will be created and directed to CEPI Customer Support in a timely manner so that your questions can be addressed. Some of your routine questions may be answered by the DIT Client Services Center, such as problems with your password or MEIS account.

To submit a question, please send an e-mail to the DIT Client Service Center [[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)] or call 517-335-0505. Please provide your name, district code, district name, the CEPI application name, telephone number (including area code and extension), e-mail address, and specific questions.